

# **State Board of Accounts School**

**Wednesday, June 16, 2010**

# **Web-Based Reporting**

## State agencies and their roles

- SBOA - John Eppley
- DLGF - Sarah Ancel
- IBRC@IU – Carol Rogers

# **DLGF BUDGET FORMS ONLINE**

## Goal

To provide a web-enabled interface with customized applications for the input of local government unit budget and annual report data. The system will utilize data warehouse technology to store and report out the data to the agencies as well as public data sets to be made available on STATS Indiana.

## 2010 Objectives

- Create a State portal for the input of information required by multiple state agencies – specifically DLGF and SBOA – of local government units.
- Develop tools within the portal specific to the entry of budget data, initially focusing on three of the most important budget forms required by the Department of Local Government Finance with resulting data loaded automatically into a data warehouse that will have specially designed reporting utilities.
- Develop tools within the portal specific to the entry of the annual report to be submitted to the State Board of Accounts as required by IC 5 11-1-4, tailored to the types of units (county, township, city, town, etc.) and funds. Annual Report data loaded to data warehouse will have specially designed financial reporting utilities.

## 2010 Timeline

- |                              |                     |                       |
|------------------------------|---------------------|-----------------------|
| • <b>Budgets (3 forms):</b>  | <b>July 2010</b>    | <b>Pilot Counties</b> |
| • <b>Annual Reports:</b>     | <b>January 2010</b> | <b>All Units</b>      |
| • <b>Budgets (all forms)</b> | <b>July 2011</b>    | <b>All Units</b>      |



## Budgets - DLGF

- Pilot with seven counties, encompassing all their taxing units (approx. 178 units) and three budget forms (Form 1, Form 2, Form 4B)
- The pilot program will aid the entire web-enabled process by determining issues early on with online submission
- Pilot begins July 1, 2010

Adams  
Bartholomew  
Daviess  
Marshall  
Parke  
Rush  
Vanderburgh

## **Benefits of Online Budgets - DLGF**

- Less work for the County Auditor: County Auditors no longer have to collect paper forms for the county and all county taxing units and deliver them to DLGF field staff.
- Less work and greater efficiency for DLGF field staff: field staff no longer has to do tedious and repetitive data entry of the budget figures into our internal budget program. This program also will dramatically reduce the risk of keying errors resulting from manual data entry.
- More convenient for County Council: Non-binding review can be conducted by pulling figures out of a database rather than deciphering paper budget submissions.
- More transparency for taxpayers: As budget information is made available online, the public can be better informed about the actions of their own elected officials and also elected officials statewide.

# **SBOA ANNUAL REPORT**

## **Annual Report - SBOA**

- Design of system is underway
- All units will be able to use by December 2010
- Local units are welcomed to participate in development & testing phases
- Interested volunteers should contact the appropriate SBOA Office Supervisor



## Annual Report – SBOA

- The Annual Report Project is separate and distinct from the SBOA's Chart of Accounts Project.  
*However, one objective of both is to promote consistent reporting across all units*
- As a result, we are researching mechanisms to encourage the user to use the funds that are predefined in the system even though their fund name is slightly different
- User will still be able to add unique funds
- The system will ask questions as an aid in classifying unique funds

## Annual Report – SBOA

- For existing vendors, we will attempt to keep changes to a minimum
- If the unit's accounting system vendor does not already have a data extract process for the upload, then the unit should request their vendor to modify their system to provide this capability
- The vendor should contact John Eppley, [jeppley@sboa.in.gov](mailto:jeppley@sboa.in.gov) to receive format specifications

# Benefits of Online Annual Report - SBOA

- Eliminate downloading and installing software, submitting individual data files to SBOA's central office
- System will provide "guided" screen flow based on information obtained from previous screens
- Assist units in producing their compiled financial statements
- Better, more current information for state managers and legislators
- Data can be shared with the Census Bureau
- Information available for Bond Rating companies, citizens, economic development

# LET'S TAKE A PEEK



## Welcome to Indiana's Gateway for Government Units

This login is for authorized personnel only. For information or questions about obtaining access, please contact the [Department of Local Government Finance](#) or [State Board of Accounts](#).

### Use this gateway to access:

- SBOA Accounts
- DLGF County Assessor or Auditor Accounts
- SDF Online Applications

[Login Request Form](#)

### Authorized Personnel Login

User Name:

Password:

☐ Remember me next time.

[Forgot your password?](#)

The Indiana Gateway for Government Units provides a central portal for local governments to submit forms to the [Indiana Department of Local Government Finance](#) and the [State Board of Accounts](#). It is maintained by the [Indiana Business Research Center](#) as part of the Information for Indiana Initiative.

#### Email

- [Technical Problems](#)
- [DLGF](#)

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## Select Unit

## Select Unit from List

Currently Viewing Year:

Click a link below to select your unit.

Unit Code	Unit Name Link	Unit Type	Unit County
0001	<a href="#">Blue Creek Township</a>	Township	Adams
0001	<a href="#">Clay Township</a>	Township	Bartholomew
0002	<a href="#">Bogard Township</a>	Township	Daviess
0005	<a href="#">Orange Township</a>	Township	Rush
0003	<a href="#">German Township</a>	Township	Vanderburgh
0776	<a href="#">Bourbon Civil Town</a>	City/Town	Marshall
0003	<a href="#">Greene Township</a>	Township	Parke

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[Click here](#) for complete contact information for all of the associated departments.

[Select Unit](#) > **Manage Unit**

Selected Unit: Adams County

## Manage Unit - Adams County

Select from the options below to manage your unit's funds, departments, and/or advertisements.

### Department of Local Government Finance Tasks



#### Manage Funds List

View funds list, create or edit a fund



#### Manage Departments

View departments list, create or edit a department



#### Submit Advertisements

View, upload and submit advertisements to DLGF

### Indiana State Board of Accounts Tasks



#### Manage Funds List

View funds list, create or edit a fund

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[Select Unit](#) > [Manage Unit](#) > **Manage Funds List**

Selected Year: 2010 | Selected Unit: 0001 Blue Creek Township

## Manage Funds List - 0001 Blue Creek Township

Add a Fund

Fund Code	Fund Name Link	Remove Fund
0101	<a href="#">Gene</a>	
0840	<a href="#">Town</a>	
1111	<a href="#">Fire</a>	

Fund Name:

0005 -- CASINO/RIVERBOAT

0005 -- CASINO/RIVERBOAT

0011 -- GENERIC1

0012 -- GENERIC2

0013 -- GENERIC3

0014 -- GENERIC4

0015 -- GENERIC5

0016 -- GENERIC6

0017 -- GENERIC7

0018 -- GENERIC8

0019 -- GENERIC9

0020 -- GENERIC10

0021 -- SCHOOL REFERENDUM

0060 -- PRE-SCHOOL SPECIAL EDUCATION

0061 -- RAINY DAY

0062 -- ARSON

0063 -- DISCRETIONARY FUND

0064 -- EDUCATION LICENSE PLATE

0065 -- EXTRA CURRICULAR

0066 -- FIRE PREVENTION

0067 -- GIFT FUND

The Indiana Gateway for Government Units provides access to the [Indiana Department of Local Government Finance](#) and the [Indiana Business Research Center](#) as part of its mission.








[Click here](#) for complete contact information for the Gateway.

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## 0101 Township Fund

### Special Taxes

Special Taxes						
Edit	Delete		Reference Code	Descriptions	July 1 to Dec 31	Jan 1 to Dec 31
			201	Financial Institutions Tax		
			202	License Excise Tax		
			203	CAGIT Certified Shares		
			204	CAGIT Property Tax Replacement Credit		
			212	County Option Income Tax (COIT)		
			217	CVET Commercial Vehicle Excise Tax		
					Total: 0	Total: 0
		 Add New Record	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Select Unit](#) > [Manage Unit](#) > **Submit Advertisement**

Selected Year: 2010 | Selected Unit: 0001 Blue Creek Township

## Submit Advertisement - 0001 Blue Creek Township

Enter a Description:

Select File to Upload:

Advertisement Date:

File Name	Description	Upload Date	Advertisement Date
bg_gradient.gif	test description	1-01-2010	1-01-2010
DLGF.gif	test description345	1-01-2010	1-01-2010
add.gif	test description12	1-01-2010	1-01-2010
logo.gif	test description123	1-01-2010	1-01-2010
test.gif	test description	6-02-2010	6-15-2010
IBRCPanel_Img.gif	test123	6-02-2010	6-01-2010
go_button.gif	test123	6-02-2010	6-01-2010
logo.gif	Logo :)	6-02-2010	6-01-2010
IBRCPanel_Img.tif	Ok, BLOKE	6-02-2010	6-01-2010
IBRCPanel_Img.tif	Ok, BLOKE	6-02-2010	6-01-2010
IBRCPanel_Img.gif	Ok, BLOKE	6-02-2010	6-01-2010

[Select Unit](#) > [Manage Unit](#) > [Manage Funds List](#) > **Fund Page**

Selected Unit: Adams County | Selected Fund: Gift Fund

## Fund Forms - Gift Fund

There are three forms to complete for this fund. Form 1 must be completed for each department. The yellow exclamation mark indicates that you have yet to complete this form. A green checkmark means that this form is complete.

### Form 1: Budget Estimate



There are still incomplete forms for this unit.  
11 of 15 forms marked complete.  
[Click here to view list of departments and fill out these forms.](#)


### Form 2: Estimate of Miscellaneous Revenues



This form is not complete.  
[Click here to fill out this form.](#)

### Form 4-B: Budget Estimate, Financial Statement and Proposed Tax Rate



This form is complete.  
[Click here to edit this form.](#)  
 [Submit completed form to DLGF for review.](#)

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Prescribed by Department of Local Government Finance  
Approved by State Board of Accounts

Budget Form No. 1 (Rev. 2002)







**BUDGET ESTIMATE FOR**

**1 Personal Services**



**Salaries and Wages**

Edit	Reference Code	Description	Items	Approved	Delete
	444	Department Head	\$33,333.00	\$6,546,489.00	
	455	Sheriff	\$25.00	\$8,864.00	
			Total: \$33,358.00	Total: \$6,555,353.00	
 Add new record			 Refresh		

**Employee Benefits**

Edit	Reference Code	Description	Items	Approved	Delete
	444	Dental	\$777.00	\$666,666.00	
	222	abc	\$22.00	\$22.00	
			Total: \$799.00	Total: \$666,688.00	
 Add new record			 Refresh		

**Other Personal Services**

Edit	Reference Code	Description	Items	Approved	Delete
No records to display.					
			Total: \$0.00	Total: \$0.00	
 Add new record			 Refresh		

[Select Unit](#) > [Manage Unit](#) > **Manage Departments**

Selected Year: 2010 | Selected Unit: 0001 Blue Creek Township

## Form 1 Links for Blue Creek Township

### Form 1 Links

#### Department Code

0410

0420

0441

0442

[Add a New Department](#)

#### Add a Department

Dept. Code:

Dept. Description:

Dept. Type/Class:

Dept. Type 1 ▼

[Cancel](#)

[Add New Department](#)

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**BUDGET ESTIMATE-FINANCIAL STATEMENT-PROPOSED TAX RATE**

Funds Required For Expenses To December 31st Of Incoming Year	Amount Used To Compute Published Budget	Appropriating Body
1. Total budget estimate for incoming year	<input type="text"/>	<input type="text"/>
2. Necessary expenditures, July 1 to December 31 of present year, to be made from appropriation unexpended	<input type="text"/>	<input type="text"/>
3. Additional appropriation necessary to be made July 1 to December 31 of present year	<input type="text"/>	<input type="text"/>
4. Outstanding temporary loans:		
a). To be paid not included in lines 2 or 3	<input type="text"/>	<input type="text"/>
b). Not repaid by December 31 of present year	<input type="text"/>	<input type="text"/>
5. <b>TOTAL FUNDS required</b> (add lines 1,2,3,4a and 4b)	<input type="text"/>	<input type="text"/>

**Funds On Hand To Be Received From Sources Other Than Proposed Tax Levy:**

6. Actual cash balance, June 30 of present year (including cash investments)	<input type="text"/>	<input type="text"/>
7. Taxes to be collected, present year (December settlement)	<input type="text"/>	<input type="text"/>
8. Miscellaneous revenue to be received July 1 of present year to December 31 of incoming year(Schedule on File):		
a). Total Column A Budget Form 2	<input type="text"/>	<input type="text"/>
b). Total Column B Budget Form 2	<input type="text"/>	<input type="text"/>

- Possible alternatives for more unit training
- Discuss the role of the County IT Administrator
- Questions!